*Position Title* Branch Manager

***Accountable To*** Director

***Supervises*** Branch Assistants, Substitutes, Volunteers

***Hours & Benefits*** Hourly; part-time; weekly hours depend on the open hours at the branch for which the employee is hired. Benefits dependent on the number of regular weekly hours worked; vacation and sick leave. Subject to successful completion of 90-day probationary period.

***Status*** Non-exempt

***Major Functions*** Under the direction and review of the Director is responsible for the management of branch operations and branch volunteers. Maintains communication with district staff and fellow Branch Managers.

**Essential Responsibilities**

* Maintains a positive, courteous and friendly attitude towards all patrons and colleagues.
* Safeguards confidentiality in the workplace for library patrons and staff.
* Understands and follows all policies and procedures of the district.
* Uses the district’s automated circulation system accurately and efficiently.
* Enters and maintains accurate patron records in the district's automated system.
* Processes patron requests, places holds and completes VALNet and non-consortium interlibrary loans.
* Trains, supervises and evaluates Branch Assistants and Substitutes.
* Recruits library volunteers and utilizes their skills wherever practical.
* Performs basic troubleshooting and regular maintenance for district equipment and software.
* Assists patrons with library resources, answers reference questions and provides reader's advisory.
* Keeps relevant district staff informed of concerns that may arise at the branch level.
* Maintains an efficient, consistent and organized workflow, prioritizing tasks and completing them in a timely manner.
* Maintains branch calendar, reviews and submits branch staff timesheets, prepares and provides calendar and monthly reports to the Operations Manager and Director in a timely fashion.
* Maintains a clean and orderly workplace and works to make the library attractive and pleasant environment for patrons.
* Works collaboratively to develop and implement library programs for all age groups.
* Maintains knowledge of current library trends and develops services that reflect the needs of the community.
* Stays abreast of current publishing trends and requests titles that match patron interests.
* Serves as district liaison to local Friends groups, community organizations and city government.

**Additional Responsibilities**

* Attends district board, VALNet, ILA and training meetings as requested by the Operations Manager and Director.
* Performs other duties as assigned.

**Abilities, Skills and Knowledge**

* Familiar with management practices and has some supervisory experience.
* Possesses excellent communication and customer service skills.
* Ability to use a broad array of up-to-date computer programs.
* Familiar with the district’s automated library system.
* Ability to work independently, with attention to detail and accuracy.

**Experience and Training (Minimum)**

* High school diploma or equivalent required.
* Previous library experience desirable.

**Experience and Training (Preferred)**

* College level course work. Degree from an accredited college in education or related field considered a plus.
* Experience with computer software applications, hardware and equipment trouble-shooting, and computer skills instruction.
* Knowledge of library materials, methods, and practices.
* Experience in library programming for all age groups.
* Experience with the VALNet consortium.

**Working Conditions**

* Physical activities of this position include sitting and standing for extended periods, reaching overhead, bending at the waist, moderate lifting up to 35 pounds.
* Competency in reading, writing and speaking English required.
* Vision must be adequate enough to read spine labels on top and bottom shelves and computer screens.

Adopted by the Prairie-River Library District Board of Trustees November, 2004. Last reviewed and updated November, 2018.

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I have read and understand the foregoing job description, and agree to its contents.

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Employee Date

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Director, Prairie River Library District Date